

SOLICITATION
SUMMER INTERNS – BUREAU FOR EUROPE AND EURASIA
ISSUANCE DATE: November 16, 2006
CLOSING DATE: January 19, 2007 11:59pm EST

LADIES AND GENTLEMEN:

SUBJECT: Solicitation for Personal Services Contractor (PSC)
15 Paid Summer 2007 Internships – Bureau for Europe and Eurasia

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified **U.S. Citizen, university or college students (juniors, seniors and graduate students)** interested in receiving an internship as described in the attached solicitation.

Applicants interested in applying for this position **MUST** submit the following materials for **EACH** internship applied for:

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 2 - Health Analysis/Communications”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 15. Specific examples of the applicant’s accomplishments or experience related to the QRFs should be provided. The letter should also address the applicant’s particular strengths, interest in development issues and expectations for the internship.
2. A resume or Curriculum Vitae.
3. Two letters of reference from college or university faculty or employer addressing the four Quality Ranking Factors (QRFs) listed in the solicitation.
4. Verification from the university or college of current enrollment and grade point average (a copy of the most recent transcript may be submitted).

Applicants are responsible for submitting materials that are in accordance with the solicitation. There will be no exceptions. Applicants should retain for their records copies of all enclosures which accompany their applications. All applications **MUST** conform to the requirements of the “**WHERE AND HOW TO APPLY**” section, pages 16-17 of this solicitation.

Any questions on this solicitation or on contracting matters may be directed to:

Contact: Jessica Schubel
Telephone Number: (202) 712-5858
E-Mail Address: jschubel@usaid.gov

Any questions related to the statements-of-work for the student intern positions should be directed to the USAID employee identified in the statements-of-work.

Sincerely,

Bettie F. Bowles
Contracting Officer

Solicitation for Summer Interns – Bureau for Europe and Eurasia

1. ISSUANCE DATE:	November 16, 2006
2. CLOSING DATE/TIME:	January 19, 2007 - 11:59 PM, EST
3. POSITION TITLE:	Summer Intern
4. MARKET VALUE:	GS-3, Step 1 (\$11.30 per hour)
5. INITIAL PERIOD OF PERFORMANCE:	Approximately 8 - 10 weeks (summer 2007)
6. PLACE OF PERFORMANCE:	Washington, D.C.
7. SECURITY ACCESS:	Secret
8. AREA OF CONSIDERATION:	Open to all U.S. Citizen College/University Juniors, Seniors and Graduate Students
9. CONTRACTING OFFICER:	Bettie F. Bowles USAID M/OAA/GRO RRB 7.09-075 1300 Pennsylvania Avenue, NW Washington, DC 20523

BACKGROUND

USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. [Our Work](#) supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting: economic growth, agriculture and trade; global health; and, democracy, conflict prevention and humanitarian assistance. USAID provides assistance in four regions of the world: Sub-Saharan Africa, Asia and the Near East, Latin America and the Caribbean, and Europe and Eurasia. With headquarters in Washington, D.C., USAID's strength is its field offices around the world. We work in close partnership with private voluntary organizations, non-governmental organizations, indigenous organizations, universities, American businesses, international agencies, other governments, and other U.S. government agencies. USAID has working relationships with more than 3,500 American companies and over 300 U.S.-based private voluntary organizations.

USAID's Bureau for Europe and Eurasia strategy focuses on three core areas: economic restructuring and growth, democracy and governance, and the social dimensions of transition. In addition, USAID develops cross-sector approaches to address critical obstacles and changing circumstances in the region.

INTRODUCTION

USAID has fifteen Summer 2007 internships available in the Bureau for Europe and Eurasia (E&E) located in Washington, D.C. This is an excellent opportunity for outstanding students interested in pursuing careers in international development. A modest amount of compensation will be provided to the selected interns. Interested students are encouraged to visit the E&E Bureau website (http://www.usaid.gov/locations/europe_eurasia/) to familiarize themselves with USAID's work in the region and identify areas of particular interest. Internships are being offered in the following offices: the Program Office, the Office of Democracy, Governance and Social Transition, the Office of Economic Growth, and the Management Office.

LIST OF INTERNSHIPS

I. PROGRAM OFFICE (TWO INTERNSHIPS)	4
Internship No. 1 - Program Office, (college/university juniors, seniors or graduate students) .	4
II. OFFICE OF DEMOCRACY, GOVERNANCE AND SOCIAL TRANSITION (SEVEN INTERNSHIPS)	5
Internship No. 2 - Health Analysis/Communications (TWO INTERNSHIPS – graduating seniors or graduate students).....	5
Internship No. 3 - Anti-Trafficking and Gender Issues (at least one year of graduate-level work)	6
Internship No. 4 - Social Transition Issues (at least one year of graduate-level work).....	7
Internship No. 5 - Anticorruption and Governance Issues (college/university juniors, seniors or graduate students)	8
Internship No. 6 – Civil Society Issues (college/university seniors or graduate students).....	8
Internship No. 7 – Media, Rights and Tolerance (college/university seniors or graduate students)	10
III. OFFICE OF ECONOMIC GROWTH (FOUR INTERNSHIPS)	11
Internship No. 8 - Economic Growth and Market Transition (TWO INTERNSHIPS - college/university juniors or seniors or graduate students).....	11
Internship No. 9 – Energy and Infrastructure (college/university juniors or seniors or graduate students)	11
Internship No. 10 – Infrastructure Service Quality and Democracy (college/university juniors, seniors or graduate students).....	12
IV. MANAGEMENT OFFICE (TWO INTERNSHIPS)	13
Internship No. 11 - Financial Services (college/university juniors , seniors or graduate students)	13
Internship No. 12- Administrative Management and Human Resources (college/university juniors, seniors or graduate students).....	14

OBJECTIVE

The summer interns will provide support to E&E in the areas of literature searches, data collection, research, analysis, review and preparing briefing papers, memoranda and position papers.

Unless otherwise described, the intern will utilize an IBM or IBM compatible desktop computer over a local area network (LAN) and must make analytical research/analysis, presentations and/or text documents using Microsoft's Office 2000 Suite (i.e., Excel, PowerPoint, Word).

STATEMENTS OF WORK *BY INTERNSHIP*

Fifteen (15) internships are being offered by the following four offices:

I. PROGRAM OFFICE (TWO INTERNSHIPS)

Internship No. 1 - Program Office, (college/university juniors, seniors or graduate students)

Introduction

The intern will be assigned to the Strategic Planning & Analysis Division of the Program Office in the Bureau for Europe and Eurasia, E&E/PO/SPA. A key function of the Strategic Planning & Analysis Division is taking the lead in the development and implementation of the Bureau's analytical agenda. This includes tracking the salient transition trends in the 27 countries in Eastern Europe and Eurasia, and identifying and analyzing emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

Qualifications

Qualified candidates will have writing skills, and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

The intern will work closely with the Bureau's Chief Economist and his team to help produce an empirical research effort intended to become part of the Bureau's Working Paper Series. Included among the areas of research interest are: (1) the role of youth in democracy in Eurasia; (2) competitiveness and global integration across the transition region; (3) demography trends and their implications; and (4) the relevance and quality of the education systems in the region.

Responsibilities will likely include some or all of the following:

1. Search and summarize a review of the literature;
2. Collect and analyze data trends, including spreadsheet analyses and graphics;
3. Assist in the writing of the working paper;
4. Co-present at least preliminary findings at the end of the tenure.

For further information, please contact Ron Sprout, Chief Economist, at rsprout@usaid.gov.

II. OFFICE OF DEMOCRACY, GOVERNANCE AND SOCIAL TRANSITION (SEVEN INTERNSHIPS)

Internship No. 2 - Health Analysis/Communications (TWO Internships – graduating seniors or graduate students)

Introduction

The two interns are assigned to the Health Team of the Bureau for Europe and Eurasia's Office of Democracy, Governance, and Social Transition (EE/DGST). The E&E Health Team manages regional health activities and supports country-specific activities implemented by field missions in USAID's Europe and Eurasia region.

The two interns will serve primarily as research and communications assistants for the Health Team, but may also carry out other Bureau-wide duties and collaborative research with other analysts in the Bureau. They will be supervised by the Health Team's Health Program Analyst, but will work closely with the entire team, including the Team Leader and colleagues from the Bureau for Global Health's Office of Regional and Country Support (GH/RCS) and Office of HIV/AIDS (GH/OHA).

Qualifications

Qualified candidates will have strong writing skills and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

1. Assist E&E Health Team in managing on-going regional projects and providing support to health activities managed by E&E field offices, particularly in regards to analysis and dissemination of information related to regional health trends.
2. Collect data and draft the 2007 Health Vulnerability Analysis, in collaboration with the Health Team's program analyst.
3. Prepare charts, web-site text, briefing memoranda, position papers, correspondence and other analytical work as requested.
4. Draft and update informational materials on health activities in the E&E region for electronic information systems (i.e., local area network).
5. Attend programmatic-related events within and outside USAID as requested.

For further information, please contact Nathan Blanchet, Health Program Analyst, at nblanchet@usaid.gov.

Internship No. 3 - Anti-Trafficking and Gender Issues (at least one year of graduate-level work)

Introduction

The intern is assigned to the Social Transition (ST) Team in the Bureau for Europe and Eurasia, Office of Democracy, Governance and Social Transition, E&E/DGST. E&E/DGST manages regional anti-trafficking activities and supports country-specific activities implemented by field missions in Central and Eastern Europe and Eurasia. Information on USAID's anti-trafficking activities can be found at http://www.usaid.gov/our_work/cross-cutting_programs/wid/pubs/trafficking_in_person_usaids_response_march2004.pdf. The ST Team also collects data and produces reports on other topics related to gender such as domestic violence and gender equity in the E&E region. The intern will serve as an assistant primarily on anti-trafficking and gender issues. S/he will be supervised primarily by the Senior Anti-trafficking Advisor and the Social Transition Team's expert in vulnerable groups but will interact with other members of the ST team as necessary.

Qualifications

Qualified candidates will be graduate students in a relevant field and will have strong writing skills. They will also have experience in research and analysis. Ideally, the candidates will have worked on TIP and gender issues related to the E&E region and will have some personal experience of one or more of the countries in E&E.

Duties and Responsibilities

- 1 Assist the ST Team on various issues related to TIP and gender, including the preparation of briefing memoranda, position papers, and other correspondence as requested.
- 2 Research and identify useful anti-trafficking and gender materials and information to update anti-trafficking and gender intranet sites for the ST team and the E&E Bureau.
- 3 Gather data and other relevant research and draft a report on a topic to be assigned which is of mutual interest to the ST Team and the prospective intern, utilizing spreadsheet analyses, graphics and other tools.
- 4 Attend events related to TIP and gender both within USAID and outside the office as requested.

For further information, please contact Glenn Rogers, ST Team Leader, grogers@usaid.gov.

Internship No. 4 - Social Transition Issues (at least one year of graduate-level work)

Introduction

The intern will be assigned to the Social Transition Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/ST. A key function of the Social Transition Team is to analyze and report on five social sector focus areas: education, labor markets, social insurance, social services and vulnerable groups. This includes tracking the salient transition trends in the 27 countries in Eastern Europe and Eurasia to identify progress as well as emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

Qualifications

Qualified candidates will be graduate students in relevant fields and will have strong writing skills. They will also have experience in research and analysis, including some experience (and comfort) in working with data. GIS skills would be a plus but are not required. Ideally, the candidates will have worked on social sector issues related to the region or will have some personal experience of one or more of the countries in E&E.

Duties and Responsibilities

The intern will primarily work with projects related to labor markets, workforce development, and education on topics identified as priority by the Social Transition team. S/he will be supervised by the two Social Transition team members who work on these issues but also may interact with DGST Office staff as appropriate. Possible topics include: school enrollment and completion rates, access to education by minorities, differences in unemployment rates by age, gender or educational attainment, the informal economy, emerging trends and the adequacy of cash and non-monetized benefits in containing poverty. A final determination of topics will be made by the ST team in consultation with the intern. Responsibilities will likely include some or all of the following:

1. Search and summarize literature on topics related to those identified above or others;
2. Collect data and analyze trends, utilizing spreadsheet analyses, graphics and other tools;
3. Help to track and map other donor financing to address specific problems;
4. Help prepare briefing memoranda and position papers;
5. Assist in the writing of working papers; and

For further information, please contact Glenn Rogers, Social Transition Team Leader at grogers@usaid.gov .

Internship No. 5 - Anticorruption and Governance Issues (college/university juniors, seniors or graduate students)

Introduction

The intern will be assigned to the Democracy and Governance Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/DG. A major aspect of the Democracy and Governance Team is to analyze and report on anticorruption and governance issues in the E&E Region, as well as to provide direct assistance to Missions in designing, implementing and evaluating related programs. This will include tracking and analyzing trends in the 27 countries in Eastern Europe and Eurasia to identify progress as well as emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

Qualifications

Qualified candidates will have regional political expertise, writing skills, experience in research and analysis, and some experience (and comfort) in working with data.

Duties and Responsibilities

The intern will serve primarily as a research assistant to the Senior Anticorruption and Governance Adviser, though may also work with other team specialists and DGST Office staff as appropriate. The intern will provide research assistance in cataloguing and tracking program developments in the anticorruption and governance fields and beginning a framework for trend analysis and gauging short- and longer-term program impact. Research and analysis will involve looking into DG and other program sectors. Responsibilities are likely to include some or all of the following:

1. Search and summarize literature on anticorruption evaluation techniques;
2. Collect and catalogue related program activities in select countries;
3. Track and map corruption issues in select countries;
4. Assist in the evaluation and analysis of impact on corruption;
5. Assist in the writing of working papers/analyses; and
6. Help prepare briefing memoranda and position papers.

For further information, please contact Eric Rudenshiold, Senior Anticorruption and Governance Advisor at erudenshiold@usaid.gov.

Internship No. 6 – Civil Society Issues (college/university seniors or graduate students)

Introduction

The intern will be assigned to the Democracy and Governance Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/DG. The E&E bureau has been a worldwide leader in promoting the development of civil society and non-

governmental organizations (NGOs) as a key component of our democracy assistance. As civil society faces new challenges in the coming decade (sustainability concerns in Europe vs. government crackdowns in Eurasia), it is increasingly crucial for the E&E Bureau to stay abreast of trends in civil society development, and to foster the sharing of best practices across the region. To institutionalize some of the expertise that we have helped to build over the past 10 years, USAID would like to begin to develop a “consultant database” of democracy actors in the E&E region that missions could draw on and use in their democracy programming. The intern will be involved in helping to research this database, as well developing an outreach strategy to encourage USAID missions to access and use the database.

Qualifications

Qualified candidates will have regional expertise working on civil society/NGO capacity building, excellent writing skills, experience in research and analysis, and experience working with data (particularly database programs such as Microsoft Access).

Duties and Responsibilities

The intern will serve primarily as a research assistant to the Senior Civil Society Advisor, although s/he may also work with other team specialists and DGST Office staff as appropriate. The intern will provide research assistance to a new E&E consultant database, as well developing an outreach strategy to encourage USAID missions to access and use the database. The intern will also assist the Senior Civil Society Advisor working on the 2006 NGO Sustainability Index, including developing a rollout plan and delivering the Index to missions. In addition, it is expected that the intern will produce at least one short paper on a civil society issue; the Senior Civil Society Advisor will work with the intern to develop a research agenda on civil society-related issues and to finalize topics, which could include an aspect of civil society sustainability, NGO survival techniques in increasingly repressive environments, community foundations and their role in civil society, or other topics.

Responsibilities are likely to include some or all of the following:

1. Research contacts and assist in development of an E&E consultant database;
2. Develop an outreach strategy to inform E&E missions of the database;
3. Assist the Senior Civil Society Advisor with the rollout of the 2006 NGO Sustainability Index;
4. Research and write at least one paper related to civil society;
5. Attend programmatic-related events within and outside USAID as requested.

For further information, please contact Claire Ehmann, Senior Civil Society Advisor, at cehmann@usaid.gov.

Internship No. 7 – Media, Rights and Tolerance (college/university seniors or graduate students)

Introduction

The intern will be assigned to the Democracy and Governance Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/DG. One function of the Democracy and Governance Team is to analyze and report on the media sector in E&E countries. An independent media is crucial to promoting transparent and democratic governance, rule of law, citizen activism, human rights and tolerance in transitional countries. The internet is beginning to bypass traditional media as a means of communication for younger demographics in some regions. To provide USAID Missions and program officers with practical information on media development issues and trends, we want to expand our Democracy & Governance intranet “reference desk” or knowledge base for both traditional and new media.

Qualifications

Qualified candidates will have some media issues expertise, writing, research and analysis skills and experience in new media technologies and applications. Russian language skills for internet-based research would be useful, but not required.

Duties and Responsibilities

The intern will serve primarily as a research assistant to the Senior Media, Rights and Tolerance Advisor, though s/he may also work with other team specialists and DGST Office staff as appropriate. The intern will research and catalogue useful media development-related websites as well as explore the use of new media systems in select E&E countries. Responsibilities are likely to include some or all of the following:

1. Research and identify useful media development-related websites including but not limited to those concerning free speech protection, journalism & ethics, audience/readership research, advertising/business development, intellectual property rights and other legal issues.
2. Collect and catalogue information concerning use of new media communication systems, including but not limited to blogs, vlogs, wikis, podcasts, social networking, message boards, SMS, RSS and other emerging technologies in select countries;
3. Assist in the design/placement of collected information to update the current intranet site;
4. Identify examples of best practices in independent media development as related to improved human rights and tolerance in select countries;
5. Attend program-related activities within and outside the office as requested.

For further information, please contact Meg Gaydosik, Senior Media, Rights and Tolerance Advisor at mgaydosik@usaid.gov.

III. OFFICE OF ECONOMIC GROWTH (FOUR INTERNSHIPS)

Internship No. 8 - Economic Growth and Market Transition (TWO Internships – college/university juniors or seniors or graduate students)

Introduction

The intern will be assigned to the Market Transition Division of the Economic Growth Office in the Bureau for Europe and Eurasia (E&E). The Division provides strategic leadership for bilateral and regional economic growth programs covering 22 countries. It also provides backing stopping for bilateral activities and implements regional activities. The objectives of the economic growth programs are to promote the competitiveness and growth of the small and medium enterprises (SMEs) sector, to improve the business environment, to strengthen services to the SME sector including finance, consulting and training, and to promote cross border harmonization and linkages.

Qualifications

Qualified candidates will have strong writing skills and an ability to assimilate and digest a large volume of information and distill results into a succinct written summary.

Duties and Responsibilities

The intern will serve as a research assistant to the Division Chief and will regularly communicate with and assist other division staff. The intern is expected to follow up on refining a working draft of the “Report on the Enterprise Funds” which was developed by a prior intern. This paper seeks to compile history and results of the ten (10) Enterprise Funds organized by E&E in the early 1990s to assist in the economic transformation process in the FSA(Eurasian) and SEED (Eastern European) countries. Additionally, the intern will assist in preparing a country monitoring report for the E&E region focusing on economic growth areas, specifically sub-component areas of the financial sector, small and medium enterprise (SME) development and economic policy. This will assist the EG office by providing better profile information as we seek to expand some of the regional projects such as Partners for Financial Stability (PFS) and the Regional Competitiveness Initiative into the Southeast Europe region and further into Eurasia.

For further information, please contact Steve Eastham, Division Chief for Market Transition, Office of Economic Growth, at seastham@usaid.gov.

Internship No. 9 – Energy and Infrastructure (college/university juniors or seniors or graduate students)

Introduction

The intern will be assigned to the Energy & Infrastructure Division of the Economic Growth Office in the Bureau for Europe and Eurasia, E&E/EG/EI. The E&I Division is involved in the

policy, strategy, program and project development and management for energy and infrastructure activities. One of the key objectives of power sector restructuring is to increase investment in the deteriorated power systems through privatization and multilateral investments (World Bank and European Bank for Reconstruction and Development (EBRD)). It is timely to document the experiences to date in transition countries in the Europe and Eurasia Bureau region with respect to privatization and investment and identify current issues impacting power sector investment such as the introduction of competitive electricity markets, environmental and carbon trading issues and long-term agreements.

Qualifications

Qualified candidates will have writing skills, experience in research and analysis, including some experience (and comfort) in working with data. Economic and social science academic background is desirable.

Duties and Responsibilities

The intern will serve primarily as a research assistant to the Chief, Energy & Infrastructure and work collaboratively with other Division energy and infrastructure staff. The intern will provide research and analysis support on issues related to energy and infrastructure reform focused on the power sector reforms that relate to privatization and investment. The work Responsibilities will include some or all of the following:

1. Research and summarize development literature and interview experts on assigned topics such as power sector privatization and multilateral investment impacts on utility performance and current investment climate for power generation investments.
2. Prepare summary paper and power point presentation on a main research and analysis and smaller presentations on other selected issues as time allows; present to Bureau staff and selected outside experts (e.g., World Bank, consultants, etc.)
3. Prepare two page “issue” and “lessons learned” summaries on primary research topic; and present analytical ,
4. Attend selected strategy and policy reviews of interest to the Division and external economic development meetings (such as at the World Bank, Woodrow Wilson Center, etc.).

For further information, please contact Robert Archer, Energy Team Leader, Energy and Infrastructure Division, at rarcher@usaid.gov.

Internship No. 10 – Infrastructure Service Quality and Democracy (college/university juniors or seniors or graduate students)

Introduction

The intern will be assigned to the Energy and Infrastructure Division of the Economic Growth Office in the Bureau for Europe and Eurasia (E&E). The Division provides strategic leadership for bilateral and regional programs covering energy and infrastructure issues in 22 countries. It

also provides backing stopping for bilateral activities and implements regional activities. The objectives of the Division's programs are to promote market-oriented reforms and private investment in energy and other critical infrastructure so as to improve the efficiency, reliability and cost-effectiveness of these key public service sectors.

Qualifications

Qualified candidates will have strong writing skills and an ability to assimilate and digest a large volume of information and distill results into a succinct written summary.

Duties and Responsibilities

The intern will serve as a research assistant to the Team Leader for Non-Energy Infrastructure and will regularly communicate with and assist other division staff. The intern is expected to network broadly in the Bureau to assemble a paper presenting empirical and anecdotal evidence testing the hypothesis and improvements in the service quality delivered by utilities responsible for communal services can result in stronger support for local and national government, the process of democratic and market reform and ultimately the stability of society. In the former socialist world service quality in district heating, electrical power, water supply, urban transport and other services has declined for a variety of reasons. The intern will collect available data from studies and surveys from a broad variety of sources to test whether assistance causing improvements in service quality impacts public attitudes as outlined above. This work will help to disseminate concrete information on the linkage between economic growth and democracy programs and the potential role that utility reform programs can play in supporting democracy and local government development objectives.

For further information, please contact Carl Mitchell, Team Leader for Non-Energy Infrastructure, at cmitchell@usaid.gov.

IV. MANAGEMENT OFFICE (TWO INTERNSHIP)

Internship No. 11 - Financial Services (college/university juniors, seniors or graduate students)

Introduction

The intern will be assigned to the Financial Services Division of the Management Office in the Bureau for Europe and Eurasia, E&E/MO/FS. The Budget Division, as commonly referred to, is primarily responsible for the implementation of all Bureau program and operating expense funds allocated to the Bureau. Some of the major duties of the Budget Division include ensuring funds entrusted to the Bureau are properly notified, apportioned, and allowed to the Europe and Eurasia Missions and Washington offices in a timely manner as well as audit management responsibilities.

Qualifications

The candidate should have writing and analytical skills, as well as the ability to perform basic research. The ideal candidate should be able to manipulate numbers and have a strong financial management, budget and/or accounting background.

Duties and Responsibilities

The intern will serve as an assistant primarily on operating expenses (OE) and program funds issues. S/he will be supervised by the Division Chief, but will work closely with the Financial Services staff as appropriate. The intern will serve as backstop to the Budget Team on various budget-related topics that have been identified as areas of high importance by management. Some of those responsibilities include, but are not limited to the following:

1. Assist E&E Budget Teams in managing and implementing OE and program funds allowed to the Washington and Mission offices;
2. Help maintain and track Bureau's OE and program funds and prepare reports as necessary;
3. Assist with the deobligation/reobligation process of Bureau's program funds;
4. Help with the management of the Bureau's Congressional Notification (CN) process to include updating the Bureau's CN tracker;
5. Assist with the coordination of the Bureau-wide accrual process;
6. Monitor the voucher tracking for Bureau-managed activities;
7. Prepare charts, briefing memoranda, position papers, and correspondence as requested; and
8. Attend programmatic-related events within and outside USAID as requested

For further information, please contact Lena R. Johnson, Chief, Financial Services at lejohnson@usaid.gov.

Internship No. 12 – Administrative Management and Human Resources (college/university juniors or seniors or graduate students)

Introduction

The intern is assigned to the Bureau for Europe and Eurasia, Management Office, Administrative and Information Services Division, Administrative Services Team. This office has responsibility for providing advisory, documentation and support services to the Europe and Eurasia senior management. The office provides guidance to staff in each of the functional areas of the office for both Washington and Overseas such as administration, logistics, human resource allocation, performance appraisals, security, information management, training and awards.

The intern will serve as an assistant to the Team Leader or Administrative Officer, subject to specific assignments and supervision by the Team Leader. Specific task assignments may involve work under the direction of other Administrative Officers in the office.

Qualifications

The candidate should have the ability to skillfully manage tasks and assist in providing advice and liaison support while managing administrative functions in an organization, writing and analytical skills, and the ability to perform basic research. The ideal candidate should have a desire to be involved in human resource and workforce planning activities and be a team-player.

Duties and Responsibilities

1. Assist in the review of documents, i.e., position descriptions.
2. Assist in maintaining a tracking system that monitors security clearances.
3. Participates in monthly human resources meetings to review staffing pattern.
4. Assists in the preparation of a wide range of administrative activities, i.e., remedy requests for new employees or reassignments of employees, performance appraisals, and awards.

For further information, please contact Joycelyn Scriber, Lead Administrative Officer at jscriber@usaid.gov.

BASIC REQUIREMENTS AND SELECTIVE FACTORS:

- Applicants must be American citizens.
- Applicants must be university or college juniors, seniors or graduate students.
- Applicants should be studying relevant disciplines (public policy, international relations, economics, journalism, agriculture, public administration, law, political science, health, etc.).
- Flexibility, initiative, enthusiasm, good interpersonal skills and energy are desired traits.
- Computer skills are a necessity.

QUALITY RANKING FACTORS (QRFs): (Determines the ranking of qualified candidates in comparison to other applicants)

- QRF #1: Relevant educational and/or work experience including experience in or familiarity with the E&E Region.
- QRF#2: Goals and interests as they relate to USAID's mission.
- QRF#3: Analytical capacity.
- QRF#4: Written and oral skills.

The above QRFs have been assigned the following points:

QRF #1	20 pts
QRF #2	20 pts
QRF #3	20 pts
QRF #4	20 pts
Total Points	80 pts

BASIS OF RATING: Applicants who meet the basic qualifications and selection factors will be further evaluated based on the quality ranking factors.

Applicants are required to submit:

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 3 - Health Analysis”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 12. Specific examples of the applicant’s accomplishments or experience related to the QRFs should be provided. The letter should also address the applicant’s particular strengths, interest in development issues and expectations for the internship.
2. A resume or Curriculum Vitae.
3. Two letters of reference from college or university faculty or employer addressing the four Quality Ranking Factors (QRFs) listed in the solicitation.
4. Verification from the university or college of current enrollment and grade point average (a copy of the most recent transcript may also be submitted).

Failure to address every factor may result in your not receiving credit for all of your pertinent experience.

WHERE AND HOW TO APPLY:

Page one (1) of this solicitation described what the prospective intern “MUST submit.” Applicants **MUST submit a separate application package for EACH internship** applied for.

ALL MATERIALS MUST BE SUBMITTED ELECTRONICALLY.

Where to submit:

The prospective intern will submit by email her/his: 1) Letter of Interest, 2) resume or Curriculum Vitae, 3) verification from the university or college of current enrollment to:

1. program@usaid.gov for the Program Office Internships
2. healthanalysis@usaid.gov for the Health Analysis/Communications Internships
3. anti-trafficking@usaid.gov for the Anti-Trafficking and Gender Issues Internship

4. social@usaid.gov for the Social Transition Issues Internship
5. anticorruption@usaid.gov for the Anticorruption and Governance Issues Internship
6. civil@usaid.gov for the Civil Society Internship
7. mediarights@usaid.gov for the Media, Rights and Tolerance Internship
8. econgrowth@usaid.gov for the Economic Growth and Market Transition Internships
9. energy-infrastructure@usaid.gov for the Energy and Infrastructure Internship
10. infrastructure-democracy@usaid.gov for the Infrastructure Service Quality and Democracy Internship
11. financial@usaid.gov for the Financial Services Internship
12. humanresourcesadmin@usaid.gov for the Administrative Management and Human Resources Internship

Letters of references will be submitted by email, by her/his selected college or university faculty or employer (and NOT the prospective intern), to:

1. program@usaid.gov for the Program Office Internships
2. healthanalysis@usaid.gov for the Health Analysis/Communications Internships
3. anti-trafficking@usaid.gov for the Anti-Trafficking and Gender Issues Internship
4. social@usaid.gov for the Social Transition Issues Internship
5. anticorruption@usaid.gov for the Anticorruption and Governance Issues Internship
6. civil@usaid.gov for the Civil Society Internship
7. mediarights@usaid.gov for the Media, Rights and Tolerance Internship
8. econgrowth@usaid.gov for the Economic Growth and Market Transition Internship
9. energy-infrastructure@usaid.gov for the Energy and Infrastructure Internship
10. infrastructure-democracy@usaid.gov for the Infrastructure Service Quality and Democracy Internship
11. financial@usaid.gov for the Financial Services Internship
12. humanresourcesadmin@usaid.gov for the Administrative Management and Human Resources Internship

How to submit:

In the **subject line** of ALL email messages, the format is:

[applicant's last name], [applicant's first name] – [identify the specific internship applied for (e.g., "Internship No. 2 - Health Analysis/Communications")]

EXAMPLE:

Doe, Jane - Internship No. 2 - Health Analysis/Communications

Reference **within ALL materials/documents** (i.e., “RE:” or as a footer or header), to ensure consideration for the intended position, the **specific internship number and name** (e.g., “Internship No. 2 - Health Analysis/Communications”) that you are applying for.

The acceptable file type is Microsoft’s Word (.doc) or Adobe’s Acrobat (.pdf).

The most qualified candidates may be interviewed by phone. It is also possible that reference checks may be conducted on those candidates selected for an interview.

Note: If a security clearance (or temporary clearance) is not obtained, the offer of employment may be rescinded.

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS

AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc for additional information.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

Employer's FICA Contribution
Eligibility for Worker's Compensation
Annual & Sick Leave

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.